

Agenda Item Form 2004

Agenda Date: October 19,

Districts Affected: 3

Dept. Head/Contact Information: Enrique Acosta, Procurement Analyst, (915) 541-4321

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☒ Other Source: Airport Funds

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The City of El Paso, is seeking to purchase Airport Seating for El Paso International Airport.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Airport funds will fund this purchase.

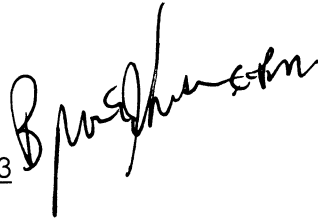
Statutory or Citizen Concerns:

None foreseen.

Departmental Concerns:

The Airport Seating purchased was installed in the new Meet-Greet area that opened as part of the Consolidated Security Checkpoint project and also will be installed in additional areas, to maintain the seating areas in a safe manner and to maintain the Airport's well-known aesthetic and appealing condition. Thereby, upholding the image of El Paso as a whole and allowing the Citizens to continue to enjoy their Airport.

DATE: October 11, 2004
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Interim Bid Clerk ext. 4038



Pease place the following item on the **CONSENT** agenda for the Council Meeting of **OCTOBER 19, 2004.**

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to purchase additional quantities pursuant to the terms of Contract No. 2004-158C for "Furnish & Install Airport Seating", with Airport Seating Alliance (Garavelli Enterprises, Inc.).

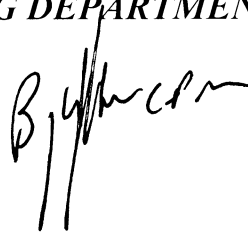
<u>Department(s):</u>	<u>Department of Aviation</u>
<u>Funds Available:</u>	<u>62620031-G620AIP0019-11508-508027</u>
<u>Funding Source:</u>	<u>Airport Funds</u>
<u>Item(s):</u>	<u>Item 1A:</u>
	<u>32, 5-seat units (total of 180 seats).</u>
	<u>Item 2A:</u>
	<u>8, 2-seat units (total of 16 seats)</u>
<u>Award Amount:</u>	<u>\$90,704.08</u>
<u>District(s):</u>	<u>3</u>

Contact person: Enrique Acosta, Jr., Procurement Analyst at 541-4267.

AGENDA FOR: **OCTOBER 19, 2004**

PURCHASING DEPARTMENT

TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing
THRU: Enrique Acosta Jr.
Procurement Analyst
DATE: October 8, 2004



Please place the following item on the CONSENT COUNCIL AGENDA for the Council Meeting of Tuesday, October 19, 2004.

Item should read as follows: Request that the Director of Purchasing be authorized to exercise the City's option to purchase additional quantities pursuant to the terms of Contract No. 2004-158C for "Furnish & Install Airport Seating", with Airport Seating Alliance (Garavelli Enterprises, Inc.).

Department(s): Department of Aviation
Funds Available: 62620031/G620AIP0019/11508/508027
Funding Source: Airport Funds
Item(s): Item 1A:
32, 5-seat units (total of 180 seats),
Item 2A:
8, 2-seat units (total of 16 seats)
Award Amount: \$90,704.08
District(s): 3

MUNICIPAL CLERK'S USE: ITEM NO. _____

MOTION
MAY 4, 2004

Motion made, seconded and unanimously carried to award Bid No. 2004-158
Furnish & Install Airport Seating

Award to:	Airport Seating Alliance (Garavelli Enterprises, Inc.) Memphis, TN
Item (s):	All
Amount:	\$90,704.08
Department:	Department of Aviation
Funds available:	62620031-G620AIP0019-11508-508027
Funding source:	Airport Grants Improvements
Total award:	\$90,704.08
District (s):	3

The Department of Aviation and the Purchasing Department recommend award as indicated to the lowest responsive offer, by definition meeting specifications, from responsible parties.

This is a fixed-price, single (one-time) purchase, to furnish and install airport seating.

A lower bid was received but was deemed non-responsive as detailed in the backup.

Vendor offers the City the option of purchasing up to 100% of the original contract quantities, if the option is exercised within Six (6) Months, from the date of award of the contract.

Vendor offers a 1% discount if paid within 10 days.

Richarda Duffy Momsen, City Clerk

SITE VISIT

The City recommends that a representative of your company visit the job site(s) to verify conditions affecting the Furnish & Install Airport Seating. Before the bid opening date, the Bidder shall carefully examine these specifications and work site and, if necessary, secure additional information from the City that may be requisite to a clear and full understanding of the work. **Failure to schedule a SITE VISIT may result in you pricing the bid incorrectly.**

Bidders are encouraged to make an appointment for the SITE VISIT and on-site inspection of the El Paso International Airport before bidding. Please call Monica Lombraña, Assistant Director of Aviation, at (915) 780-4724, Monday through Friday between 9:00 AM to 4:00 PM, to schedule an appointment.

For information concerning the bid process, please contact Enrique Acosta Jr., City of El Paso Purchasing Department, at (915) 541-4321.

OPTION TO PURCHASE ADDITIONAL QUANTITY OF ITEMS - PLEASE CHECK APPROPRIATE BOX

NOTE: NOT AN AWARD FACTOR

The City at its sole discretion may exercise any option to purchase an additional quantity of units, by giving the Contractor written notice within the time period noted on the selected options.

Bidder offers the City the option of purchasing one hundred percent (100%) of the original contract quantities, at the same unit price, if the option is exercised within:

- | | | |
|---|---|--|
| A. Three [3] months from date of award of the contract. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| B. Six [6] months from date of award of the contract. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| C. Ten [10] months from date of award of the contract. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| D. NO OPTION OFFERED <input type="checkbox"/> | | |

PROMPT PAYMENT:

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices to be submitted in single copy.

BIDDER'S (COMPANY) NAME: _____

AIRPORT SEATING ALLIANCE

#2004-158 AIRPORT SEATING, FURNISH & INSTALL

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